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UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT

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084

Job vacancies

September 15, 2003

OPEN TO: All Interested Candidates

POSITION: **AUDITORS (two)** (A60082, A60085)

CLOSING DATE: **Monday, September 29, 2003**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-11
EFM/MOH/NOR - FP Scale = FP-4
(Position Grade: Final FP grade to be determined
by Washington)

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, or OF-612) or a current resume that provides the same information.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO:

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking two individuals for the position of Auditor in the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION:

The purpose of this position is to assist the Narcotics Affairs Section (NAS) as an auditor in the end-use monitoring process in connection with the implementation of bilateral U.S. Government and the Government of Colombia International Narcotics Control projects. Such projects/programs are similar in most respects to those of USAID.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Under the direction of the NAS Administrative Officer, performs a wide range of USAID-type audit work in connection with the bilateral USG and GOC International Narcotics Control projects. Assignment includes financial, compliance, functional, and program audits to be conducted both in the capital area and in other locations within Colombia in accordance with generally accepted USG auditing standards.
2. Prepares and performs analyses and evaluations assessing the effectiveness and efficiency of operations and programs at field locations and the capital area.
3. Conducts studies and reviews to assess the adequacy of internal controls to achieve established objectives and to prevent or deter fraud, waste and mismanagement.
4. Reviews accounting, financial, and statistical data systems to render an opinion on the reasonableness and accuracy of financial statements and determine the adequacy of account and control systems in recording and reporting transactions.
5. Surveys functions, programs and activities in assigned areas to determine the operational nature of the audit topic.
6. Plans and prepares components of audit programs identifying the scope, objectives work steps and time requirements.
7. Recommends the auditing procedures to be used, such as statistical sampling and automated data processing techniques.
8. Evaluates NAS programs for operational effectiveness.
9. Obtains, analyzes and appraises data as a basis for an informed, objective opinion based on the effectiveness of the financial system and the efficiency of performance of activities being reviewed.
10. Makes oral and written presentations to supervisors describing findings, conclusions, and corrective action to improve operations and reduce costs.
11. Prepares audit working papers and briefing materials supporting audit conclusions in accordance with NAS policies and procedures.

MINIMUM QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: University-level degree in accounting, finance, business administration or related field, or equivalent (no less than five years) in experience of type, level of responsibility, scope and difficulty in public or private accounting practice.
- b. Prior Work Experience: Five or more years of progressively responsible experience in accounts maintenance, bookkeeping or closely related accounting work required.
- c. Language Proficiency: Level III (good) English proficiency is required. Level IV (fluent) Spanish proficiency is required
- d. Knowledge: Must possess working knowledge of **both** Generally Accepted Accounting Principles (GAAP) and Generally Accepted **Auditing Standards** (GAAS). **Please annotate experience supporting this knowledge in the job application.**
- f. Skills and Abilities: Computer skills including word processing, data base, and spreadsheets; ability to communicate effectively both orally and in writing; ability to work harmoniously with others in a team environment; be a self-starter capable of doing independent audit work, often in the field.

DESIRED QUALIFICATIONS BUT NOT REQUIRED:

A. Prior Work Experience: two years of which should be in a USG agency, preferably NAS or USAID-like financial operations.

ADDITIONAL INFORMATION:

Post Entry Training: On-the-job-training, manuals, computer/software training as required, periodic coursework or consultation with Charleston Financial Management Center.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS

1. **Eligible Family Member (EFM):** U.S. Citizen spouse or U.S. Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. Citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and family members of FS, GS, and Military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN):** A citizen of the host country.

APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY: 9/29/03

DISTRIBUTION: "BB"
AUDITORS NAS POSITIONS.DOC

